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Subject: Reminder Lab Safety Coordinators/Ttraining Managers

Hi all

Just a reminder that we will be holding the second hands on training manager session tomorrow at **10:00-11:30 in the DuBois Library room 767.**

This session will be held in a computer classroom in the library. Please note: Covered drinks are OK, but food is not allowed in the classrooms so we will not have our usual snacks this time.

You will need OIT NetIDs and passwords to log into the computers. In addition, you will need your campus ID # to log into the training manager. If you can't remember your campus ID, please bring your campus ID card.

My aim for this session is for you to get all the appropriate training requirements set up in OWL for all faculty, staff and students in your department. If you have lists of people who will be working in each lab/research space/studio please bring them along and we can help get everything set up properly with the appropriate training designations.

If you attended the previous session you do not need to attend this one, but you are welcome to do so if you have questions or would like to spend the time updating your lists with assistance close at hand.

For those that did not have access last time because you are new to training manager, we have the account set up for you now.

If you haven't already, please let me know if you cannot attend.

Thanks!

Chris

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-and-

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